



## City of Austin - JOB DESCRIPTION



### Airport Maintenance Supervisor

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<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	10380	<b>Salary Grade:</b>	XA1
<b>Approved:</b>		<b>Last Revised:</b>	April 08, 2012

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**Purpose:**

Under general supervision, supervise and coordinate the activities of personnel engaged in construction, janitorial services, maintenance, and repair of airport facilities including HVAC systems, runway lighting, and other electrical systems.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Inspects airport facilities and grounds to ensure compliance with FAA requirements.
2. Answers citizen questions & provide assistance.
3. Conducts meetings with internal and external customers
4. Develops short and long-range plans and assist in developing division/section budget
5. Coordinates division or section activities with outside contractors.
6. Monitors division or section expenditures and contracts and contractors to ensure compliance with contractual obligations.
7. Develops and evaluates plans, criteria, etc. for variety of projects, programs activities, etc.
8. Records data on appropriate form/log, etc.
9. Compiles data and information for reports, cost estimates, etc., and write/draft routine correspondence, informational reports, etc.
10. Enforces safety rules.

**Responsibilities - Supervisor and/or Leadership Exercised:**

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable airport procedure and policies.

Knowledge of the preparation of equipment or material specifications.

Knowledge of safety rules and regulations.

Knowledge of construction of various types of structures and the use of heavy equipment.

Knowledge of small engines and the methods and equipment used in the repair and servicing.

Knowledge of contract language and engineering drawing symbols.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in planning and organizing.

Skill in data analysis and problem solving.

Ability to implement effective safety and training programs.

Ability to check and prepare cost and construction estimates.

Ability to read and interpret blueprints and drawings.

Ability to make arithmetic computations.

Ability to establish and maintain effective working relationships with City employees and the general public

**Minimum Qualifications:**

Graduation from High School or equivalent , plus seven (7) years experience in construction or janitorial services or building trades, one (1) of which was in a lead or supervisory capacity

**Licenses and Certifications Required:**

If assigned to operate vehicles/equipment and/or perform licensed required services, must possess the appropriate license/certification to perform the job

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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.